



Technology Goes Home @ School

Course Syllabus

Insert a sentence about the days, times and location that TGH@School will meet for your school.

Week #1

Class - Operating System

- Welcome/Introductions
- Introduction to Computer Hardware



Activity - Mouse Skills

- What is an Operating System?
- Exploring the Desktop
- Working in Windows
- Exploring the Start Menu
- Putting It All Together





Computer Parts Activity

- Shutting Down the Computer

(Skills Assessment & Questionnaire need to be completed if not done previously.)


Class - Operating System/Word Basics

- Understanding & Manipulating the Task Bar
- Using My Computer
- Using the Control Panel
- Starting Microsoft *Word*
- The Microsoft *Word* Screen
- Aligning Text in Microsoft *Word*
- Creating, Saving and Printing Files in Microsoft *Word*
-  **In-Class Activity – School Heading with the title and author of their book (story)**
-  **Save and print Heading document.**

***Assignment – ELA project Go over basics of ELA standards and Workshop Model. Give a short response question for the book students are reading. May want to use Novel Guides) and have families write a paragraph or two at home. They need to bring it to the next class.**

Week #2


Class – Word

- Review opening Word and starting a new document
-  **Open Response Question** – Have families type in their paragraph and save their work on a disk. Then have them do some formatting , insert clip art and then resave it. Print it.

Word skills to be covered

- Selecting and Formatting Text
- Spell check file.
- Inserting Clip Art
- Formatting Graphics
- Text wrap
- Print Preview
- Page Setup
- Save & print file.


Class - Email Basics

- Signing up for an Email Account
- Email Basics
- Viewing Sent Messages
- Deleting Messages
-  **Emailing cards to classmates**


***Assignment – Introduce project - Explain to families that they need a topic for their research project which they will use in the rest of the sessions. Come to class next week with a topic relating to their student’s curriculum. Explain that eventually the info from their research project is the basis for their PowerPoint Presentation for the last session.**

Week #3

Class – Internet Basics/Word



- The Internet
- Connecting to the Internet
- Browser Basics
- Internet safety
- BPS Internet Use Policy
- Website evaluation
-  **Family Internet Policy – *Word***
 - Use bulleted list, Insert clip art, Signature from both participants

Class –Internet Research/Word


- Understanding search engines
- Understanding search strategies
- Conducting Internet Searches – Using their topics.
- Begin research paper
-  **Families write a paragraph in Word about their topic (once it's approved by teacher) and a little information about the researchers (family members who are attending program). Since this is the beginning of a short research paper they should save it on the disk to add to later.**

Week #4

Class – Research/Word




- Copying and Pasting from Web Pages - Open Word and minimize the screen. Open Explorer. Explain how to toggle between the two applications.
- Citing Sources
- Saving Images from Web Pages
-  **Families should spend the entire session researching data for their report and writing or copying and pasting into word.**
-  **Families start adding information into their research project in Word.**

Class – Research/Word

- Feedback session
-  **Families continue researching their topic and adding information to their short report.**

Class #5

Class – PowerPoint Basics

- Opening PowerPoint
- Understanding slide layout
- Adding text, Inserting graphics
- Understanding Word Art
- Inserting new slides
- Understanding the recommended format of a PowerPoint Presentation (Handout)
-  **Create Title slide for presentation & save.**
-  **Create Slide explaining rationale & save.**
-  **Create a Meet the Researchers slide (Introducing parent and student) & save.**

Class – PowerPoint/MyBPS

- Understanding transitioning of slides
- Understanding animation within slides





Work on PowerPoint Presentations

MyBPS skills:

- Log on – give out usernames and passwords
- Explore modules on Home Page
- Explore Homework Module

Week #6

Class - PowerPoint

-  Skills Assessment
-  Questionnaire
-  Fill out Loan applications
-  Work on PowerPoint Presentation

Class (3 hrs) – PowerPoint Presentations

- Present Projects
- Disseminate computers